



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	BUREAU CHIEF (EXE LEV)
3	Posting Number	PN# 106538
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Bureau of Animal Care & Regulation (BARC)
7	Reporting Location	2700 Evella
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.	
	<u>CORE FUNCTIONS</u> ➤ Oversees and supervises Bureau staff, directing, coordinating and closely monitoring all animal control activities within Bureau. Coordinates with volunteer organizations and media to optimize cooperation and assistance. Establishes and implements written policies, procedures and program audits to accurately track and monitor program and ensure efficient use of city and volunteer resources. ➤ Designs, develops and recommends new public health strategies to handle expanded community involvement in additional services, control, and education. Prepares and manages the annual Bureau budget, authorizing all expenditures. ➤ Maintains contact with and responds to inquiries from citizens, public officials, advisory groups on animal control. ➤ Supervises the effective use of professional veterinary resources. ➤ Participates in COH Animal Control Advisory Committee. Conducts special projects and assignments as requested by, Assistant Director or Director of Health and Human Services Department.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Public Administration or a closely related field. Preference may be given to those with a Master's degree.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> A Bachelor's degree and nine (9) years of supervisory, administrative and business operations experience in the services sector or a Master's degree and seven (7) years of experience.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Driver's License and comply with the City of Houston's policies on driving (AP 2-2) at the time of employment.	
14	<u>PREFERENCES</u> ➤ Experience with call centers and field operations. ➤ Experience with training techniques, protocols and report formats. ➤ Experience with tracking budgets. ➤ Experience in animal safety and kennel operations a plus. ➤ Computer skills including Microsoft Word, Excel and Access. ➤ Ability to communicate orally and in writing with precision.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> GENERAL FUND POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 30 \$2,806- \$3,614 Biweekly \$72,956 - \$93,964 Annually</div>	
18	<u>OPENING DATE</u> August 31, 2005	
19	<u>CLOSING DATE</u> Open Until Filled	
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9471.	
	An equal opportunity employer	